

4 December 1972

MEMORANDUM FOR: Special Assistant to the Executive Director-Comptroller
for Information Control

FROM: Chief, Records Administration Branch

SUBJECT: Semiannual Report to the Executive Director-Comptroller
from the Agency Records Management Board

1. The Executive Director-Comptroller's memorandum of 26 May 1972 entitled "Information Control--Archives, History, and Records" requires that the Agency Records Management Board report to him annually on the status of the agency's record management program. This report will be reviewed by him with each of the Deputy Directors and discussed with the Director.

2. It is expressed or implied in the 26 May memorandum that the agency's program shall consist of the following parts and that each part shall be covered in the report. For each part there should be a discussion of actions taken, problems encountered, and recommendations for improvements.

a. Development of a system and structure for the integrated administration and management of the agency's archives, history, and records declassification systems and programs.

1. What is the current organizational structure throughout the agency as compared to what existed before? Have full time Records Management Officers been identified in each Directorate as required? To what extent have they been identified in each office?

2. What is the interface between the records management/information control structure and the information processing, systems analysis, methods organization and procedures, regulations and directives, microfilm systems and other closely related but decentralized staffs and offices at all levels throughout the agency?

3. How well coordinated are the records activities such as archives and declassification with the historical activity in the absence of direct command authority (both at agency level and within the directorates and offices)?

4. Has action been initiated to develop the comprehensive index envisioned in the 26 May memorandum which will enable us to record and recover our experience and make it available for future use? (Discuss CRS's short term AEGIS index which covers only "finished intelligence" versus a long term program to include archives other than "finished intelligence", histories, and to provide for the eventual declassification and release of significant papers as required by Executive Order 11652.)

b. Identification, categorization, and indexing of the different kinds of agency information and records according to the different purposes for which it was created.

for inclusion in the agency archives? Does this regulation specifically interpret and implement the GSA's General Records Control Schedules with respect to those records currently kept within this agency so that all may know which records are required to be kept permanently?

2. Has guidance been developed and disseminated as to what are the criterion for identifying the "Key Documents" which must be listed in the Agency Annual Report for inclusion in the agency archives? To what extent have they been successfully identified, reviewed, and accepted as being "Key Documents" in a historical sense?

3. Have certain types of records which are historically significant been identified for possible release to National Archives or GSA Records Center control vice continued storage in agency facilities? Have certain historically significant records been identified for eventual declassification and release to the public?

4. Has the former "Office History" program been brought up to date and terminated? How many "one-time reports" were required, and have they been completed? Are we now ready to go forward on the basis on the Agency Annual Report for the overall agency chronology and history?

5. How many and which "major operations histories" (Bay of Pigs, Congo Operations, etc.,) have now been undertaken? What contributions have been made to "other agency history programs"? What contributions have been made from history and archives to "current operational support" (background papers, lessons learned, etc.)?

c. Mechanism for the interchange of experience and for the sharing of solutions to records problems.

1. What provisions have been made for the briefing and training of new and old personnel in the various aspects of these programs?

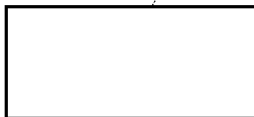
2. What provisions have been made for the regular interchange of information between the personnel involved in records management, archives, histories, declassification, etc., and to provide for their professional development?

3. What agenda items and recommendations have been submitted to the agency's Information Processing Board, and what have been the results of such actions?

4. What is the status of our relations with the NSC's Interagency Classification Review Committee? What has been the board's role as a forum for the agency's Information Review Committee?

3. The report shall include the board's conclusions as to the degree to which the various offices and the agency as a whole meet the minimum standards of the agency's program, and shall make specific recommendations toward achieving improvements. Dissents from such recommendations shall be attached, as will separate reports from each directorate on their own programs. The report should include statistics on time and funds spent on records management and savings achieved or projected.

the program's content to all participants in order that they may begin to prepare feeder reports for the board's review and consolidation in order that we may submit the first semiannual report to the Executive Director-Comptroller on 1 January 1973.



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Chief, Records Administration Branch